Computer Classes for Judicial Officers

COMPUTER CLASS COURSE DESCRIPTIONS

Introduction to Microsoft Word and Windows

Words are the tools of the law. We need to write a lot of them during our careers. The word processor lets us write freely because we know that we have the ability to go back and edit and polish. It gives us an amazing collection of powerful tools to quickly do things that used to take hours. While there is an unavoidable initial learning period, these skills, once acquired, add immeasurably to our professional development.

This lesson is designed to introduce participants to the basics of word processing and their everyday application to the tasks of judicial officers. Participants will become familiar with functions of the Windows operating system, including launching programs, creating folders to organize and manage files, and applying computer first aid tips.

At this course you will learn how to:

- Identify elements of the Windows environment such as the desktop, taskbar and icons
- Use the icons on the desktop to explore your file directory and manage your recycle bin
- Use the Start menu to open documents and launch programs
- Toggle between two or more running applications
- Navigate directories and manage files with Windows Explorer
- Open, copy, move, rename, and delete a file or folder
- Search for a file
- Open a file from Windows Explorer
- Create a new document
- Recognize and use special keys on the computer keyboard
- Identify toolbar buttons that make word-processing tasks easier
- Save documents
- Use the spelling checker and recognize its limitations
- Use the Find and Replace feature
- Use AutoCorrect and Symbols features
- Move text in a document by cutting and pasting
- Safely shut down your computer
- Unfreeze the computer
- Reboot the computer

Computer Classes for Judicial Officers

PowerPoint Basics

Microsoft PowerPoint is a powerful tool to create professional looking presentations and slide shows. Participants will learn to create slides, format and edit text, use and modify slide templates, and add graphics and animations to slides. Examples of how bench officers are using PowerPoint will be shown.

At this course you will learn how to:

- Create a presentation
  - Open a blank presentation
  - Create a presentation from an existing template
  - Identify functions contained in the different toolbars
  - Insert, reorder, and delete slides
  - View a slide show
  - Print different elements of the presentation
  - Be familiar with best practices in designing presentations
- Work with text
  - Create a text box for entering text
  - Format text
  - Replace fonts
  - Animate text
  - Create speaker notes
- Work with visual elements
  - Create slide transitions
  - Customize the slide color scheme
  - Insert images

Computer Classes for Judicial Officers

Internet Resources for Legal Research

What began as a research tool for scientists has blossomed into something unanticipated. In a very short time, the Internet has changed the way we do business, the way we communicate, and the way we learn. Participants will become familiar with the basic functions of the Internet Explorer Web browser and explore Web sites of interest to bench officers. In addition, participants will learn how to use the Lexis online legal research system.

At this course you will learn how to:

- Navigate forward and backward using the Web browser
- Enter a URL
- Save and organize frequently visited Web sites
- Set the Web browser to the homepage of your choosing
- Review Web sites with information of interest to judicial officers, such as
    - California Courts Web site
    - Serranus
    - California Judges Association
    - State Bar of California
    - Alexandria Law Library
- Use search engines to find information and resources
- Use Lexis online legal research system to search legal topics by case names and statutes, and by keywords using natural language and terms connectors

LexisNexis HotDocs Software for the New Judicial Council Criminal Jury Instructions

This course will introduce judges to the Judicial Council's new criminal jury instructions (CALCRIM) using LexisNexis HotDocs software. LexisNexis has custom-designed its user-friendly HotDocs program to easily insert names and gender references and automatically select many other variables. Participants will learn how to use HotDocs to assemble a set of jury instructions for a hypothetical criminal case.

At this course you will learn how to:

- Open HotDocs and create a case file
- View instruction sets and use notes
- Assemble a set of case-specific jury instructions
- Edit or add instructions as necessary
- Print instructions in alternative formats